

## **Escort Instructions**

### **Before Inspection:**

1. Review schedule ([http://www-esh.fnl.gov/pls/default/esh\\_home\\_page.page?this\\_page=19653](http://www-esh.fnl.gov/pls/default/esh_home_page.page?this_page=19653)) and note when you are assigned an inspection team. Note also time allotted for inspection.
2. Check schedule daily in the a.m. for changes.
3. Make sure you are familiar with PPE requirements for you and your team. Enforce them. Hard hats and visitors' specs will be made available to OSHA in their EOC.
4. Pre-walk inspection area for familiarity if useful.
5. Attend opening meeting on March 2, 2004 at 11:00 am.
6. Meet OSHA Inspectors afterwards.

### **During Inspection:**

1. Print of findings form ([http://www-esh.fnl.gov/pls/default/esh\\_home\\_page.page?this\\_page=19653](http://www-esh.fnl.gov/pls/default/esh_home_page.page?this_page=19653)) and attach to clipboard (get from SSO).
2. If there will be others assisting in the inspection arrange for meeting place.
3. Meet with OSHA Team at 8 am in the EOC (Wilson Hall ground floor next to Comm Center) or as prearranged.
4. Assure appropriate PPE is on hand.
5. Take Team to inspection location (you car or theirs).
6. Introduce Team to others.
7. Escort Team through building (s). Allow them to work at their own speed, but keep an eye on clock and schedule.
8. Answer all questions openly and honestly. This is intended to be a collaborative effort. Do not argue with inspectors. However, if you do not understand, or are confused about a specific requirement or issue please say so. Use this as a learning opportunity for yourself.

9. During inspection, if Team identifies a finding, note that on the inspection form. Please use legible writing. Fill in the information requested, but do not hold up the inspection. Use one form for each building.
10. If the Team requests additional documentation, note it on the inspection form. Collect the documents and provide directly to the Team during the inspection, or attach to inspection form and submit to SSO.
11. If the Team wishes to interview an employee, introduce Team to employee and explain what is going on and that the Team would like to interview him/her. Stand back a step and allow the discussion to take place. Do not answer questions for employees, unless to provide clarifying information. If the Team requests a private area, please try to accommodate the request. If it employee is a bargaining unit employee, and representation is present during the inspection, they can accompany the employee during the inspection if the employee requests it.
12. If there is an identified "Imminent Danger", make sure employees stop work and notify the appropriate person to immediately fix the problem. Contact SSO as well.
13. If a finding can be fixed immediately (moving hand cart away from electrical disconnect) or shortly after the inspection, do so. Identify the fix to the Team if violation is immediately abated. Notate the fix on the inspection form.
14. When inspection is complete, thank local contacts for their time.
15. Escort OSHA to their next location and introduce them to their next escort.

**After the Inspection:**

1. Submit inspection form and requested documentation to SSO by 3:45 pm. Inform him/her of any issues, requests, etc. that arose during inspection.
2. Attend Fermilab debrief at 4:00 pm in Small Dining Room, if requested by SSO, or to hand in inspection form.
3. Attend the OSHA Inspection Closing Conference Friday, March 12, 2004 at TBD.

**Tips for a Successful Inspection:**

Be polite and open. Treat the Team with respect.

Do not allow arguments during the inspection.

Maintain Team's desire to keep to schedule. If they wish to deviate, let them, but contact SSO and other appropriate personnel to inform them of any changes.

You are a representative of your division/section and the Laboratory. Demonstrate that you and line management take safety seriously. Review your ISM principles. OSHA knows them.

Demonstrate your knowledge of Fermilab policy and OSHA, if you have it.

Don't be afraid to say, "I don't know", but try to quickly get the answer or find someone who does know.

Show pride in the work that is going on at Fermilab.

DOE will not order us to fix everything immediately. We will review the list of findings as a total and determine how to address them after the inspection, just as we would if we conducted the inspection ourselves.

Relax. This is not a Tiger Team. Look at the Team as consultants taking a fresh look at our operations. We want to learn from them. They will find stuff.

Have lunch with inspectors. They are human and will need to eat occasionally.

If you need help on an inspection, let your SSO know.